
SAMPLE METRICS

Project Description:

Electronic collection project for over the counter pharmaceutical product. Collection services for electronic files residing on local hard drives, network servers and laboratory machines. Also, collected live and archive email files from Microsoft Exchange email system.

General Parameters:

- 65 Custodians
- Two (2) physical sites
- Microsoft Windows XP desktop operating systems
- Microsoft Windows 2003 server operating systems
- Exchange 2003 server

Services Provided:

- Network assessment to identify data sources within organization
- Data collection
- De-duplication of all electronic file data
- Date range filtering
- Key word full-text searching
- Data delivery in native format to hosting vendor
- Selected data types (databases, audio/visual files, etc.) provided to client firm
- ZIP format file processing, including extraction, de-duplication, filtering and text searching

Project Volume:

- 1,223,938 files collected
- 871 gb electronic file data (including email archives)
- 147 gb “live” email collected from Exchange server

Collection Duration and costs:

- 96 total hours billed for collection activities
 - Included initial network assessment and data source identification
 - Included Exchange server email export to PST
 - All collection activities
- 48 hours billed for initial processing
 - Create project repository
 - File de-duplication and meta-data extraction
 - Full-text index repository
 - Search full-text index for provided search terms
 - Filter repository by:

- Key word search
- Date range
- Extension type

Delivered Volume and Project Costs:

- Initial data delivery provided to hosting vendor 72 hours after project kickoff
 - 24 hours after return from first data collection
- 76,163 filtered files provided
- 88.8 total gb
- 1,349 Microsoft Access databases sent to client firm
- 99,172 Audio/video/image files sent to client firm
 - Document meta-data index provided to the client to assist in narrowing the file collection and reviewing for relevant files.
- 747 Archive PST files (123gb) identified and sent to vendor for further processing
- \$39,600 billed for above services

Additional hours were billed to supplemental services including vendor management and coordination, tape backup restoration and de-duplication against the existing project repository.

Sample Processing Rates:

Described below are estimated processing rates for minimum and optimal server configurations:

- Minimum Configuration
 - 1U Server
 - Dual Xeon Processors
 - 4gb memory
 - Microsoft Windows 2003 Standard OS
 - Microsoft SQL 2005
 - 2 x 150gb mirrored OS/SQL drives
 - Direct attached storage (array, USB storage, etc.)
 - Estimated 250gb/day processed
- Optimal Configuration
 - 2U Server
 - Xeon Dual/Quad core processors
 - 16gb memory
 - Microsoft Windows 2003 Enterprise OS
 - Microsoft SQL 2005 Enterprise
 - Mirrored OS drives
 - Mirrored drives for SQL install (15k rpm)
 - Raid 5 Internal array (15k drives)
 - Estimated 500gb/day processed